



wisconsin department of
children & families

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Governor Scott Walker
Secretary Eloise Anderson

Division of Early Care and Education
Bureau of Child Care Administration

August 9, 2011

Dear Parent:

AN IMPORTANT CHANGE IN CHILD CARE AUTHORIZATIONS TO LICENSED FAMILY CHILD CARE PROVIDERS WILL TAKE EFFECT ON AUGUST 28, 2011.

What is changing?

- **New Policy:** All new child care authorizations to licensed family child care providers will be Attendance-based as of August 28, 2011.

How is this different?

- Currently policy allows for two types of authorizations: attendance and enrollment.

What is an attendance based authorization?

- Attendance-based authorizations pay for child care only for the times that your child is actually in attendance at the child care.

How is that different from enrollment-based?

- Enrollment-based authorizations pay for a set number of hours of child care and will pay the provider even if your child misses one or more days.

How does this impact my current authorization?

- If your authorization is currently enrollment based, it will remain as enrollment until the authorization ends. If your current authorization is attendance based it will not change.

How will the switch from enrollment to attendance-based affect me?

- Payments will no longer be made for child care while you are on vacation or to hold a slot for illness, lay offs or other previously excused absences.
- Payments will no longer be made for times when your child is absent and your child care provider may charge you for missed days or times.

Are there any circumstances that allow for an enrollment based authorization in licensed family center?

- Enrollment authorizations will only be allowed at licensed family child care providers when a child has special needs and the provider has negotiated a special rate with the local agency.

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What do I need to do?

- You don't need to do anything. When your current authorization ends or changes, your new authorization will automatically become an attendance-based authorization.

Questions about your authorizations should be directed to your local agency worker.

Sincerely,



Elaine Richmond
Administrator
Division of Early Care and Education

This letter is available in Hmong and Spanish on the Internet at:
<http://dcf.wisconsin.gov/childcare/wishares/parents/default.htm>

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